



The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

The Department of Quality Assurance is expanding to meet our business development needs. We are inviting high calibre professionals to join us for the following position:

MANAGER, QUALITY ASSURANCE (Ref. M-QA&AML)

The successful candidate will participate in the practice review and AML compliance monitoring programmes of the Institute.

Role and Responsibilities

- Preparing for, conducting and following up on on-site inspections and/or in-house desktop reviews on practice units under the practice review and AML compliance monitoring programmes of the Institute. The reviews will include an assessment of practice units' system of quality control, AML/CFT policies and procedures and an inspection of completed audit engagements
- Maintaining and updating internal work programs for practice review and AML compliance monitoring with reference to the latest development of laws and regulations, professional standards and best practices and with due regard to specific circumstances of the accounting profession
- Providing technical and administrative support to relevant committees and working groups
- Assisting in the preparation, production and release of materials relating to practice review, AML compliance monitoring and other quality assurance programmes
- Handling enquiries from members and any other interested parties in relation to practice review, AML compliance monitoring and other quality assurance programmes
- Assisting in any other quality assurance programmes when requested

Qualifications and Required Attributes

- CPAs with a minimum of 3 years' post qualification experience recently gained in firms of CPAs
- Sound technical knowledge with exposure to financial reporting, auditing and assurance standards
- Good knowledge of AML/CFT Ordinance and related AML guidelines for professional accountants
- High professional and ethical standards with a strong sense of commitment
- Able to work independently and have strong interpersonal skills
- Excellent written and oral communication skills in English and Chinese and able to prepare precise and concise reports

Applications should be marked “**Confidential**” quoting the reference code **(M-QA&AML)** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong** or by email at **hr@hki CPA.org.hk** on or before **31 October 2019**.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hki CPA.org.hk.